# Where To Find It in CENTRAL PARK LIBRARY: Services, Collections, Features

Web Page<br/>http://library.santaclaraca.govLibrary HoursM-Tu 10-8<br/>W-F 10-6<br/>Sa 10-5<br/>Su 1-5

[Note: all directions assume entry at front Homestead Road entrance]

# Administration (615-2930)

- 2<sup>nd</sup> floor, to right at top of main Lobby staircase
- City Librarian; Assistant City Librarian; Director, Foundation and Friends of Santa Clara City Library
- Community/meeting room reservations taken (M-F 10-5)

#### **Adult Collections**

- 1<sup>st</sup> floor--right side of boulevard
  - o Fiction and genre fiction (mysteries, science fiction, westerns, romance, etc.)
  - o Audio books, feature and nonfiction DVDs, music CDs
  - Large print collection (fiction and nonfiction)
  - New Books (fiction and nonfiction)
- 2<sup>nd</sup> floor:
  - Nonfiction books
  - Special collections: Adult New Reader (adult literacy), Art, Genealogy, Kaiser Permanente Health & Wellness, Languages (including language learning media), Local History
  - o Adult Reference, Business Reference, Health Reference
  - o Periodicals and newspapers

## **Adult New Reader Collection**

- 2<sup>nd</sup> floor, right of boulevard
- Materials for use by general public and by tutors and learners with Read Santa Clara, the Library's adult literacy program (615-2956)

# Art Works

- Art installations by nationally renowned artists throughout Library and outside both entrances
- For information on artists and their works, see Art in the Central Park Library flyer and wall plaques in vicinity of art pieces
- Folk art 1<sup>st</sup> & 2<sup>nd</sup> floors, courtesy of Foundation & Friends of Santa Clara City Library

## **Book Drops**

- Outside to the right of main Lobby entrance
- Main Lobby to right of front door
- Drive-up in garage, far left
- Auxiliary drop outside to the left of front door

## Café

- By park entrance; for light refreshments
- Only area inside Library where eating/drinking is permitted; securely capped bottled water only allowed in Library—except in Heritage Pavilion, where none is allowed

#### Catalog/Databases

- Computers with online catalog and databases available throughout Library on both floors
- Both available on library's website (http://library.santaclaraca.gov)

## Children's Services (615-2916)

- Children's collections and service desk on 1<sup>st</sup> floor, left side of boulevard
- Internet access for children in Children's area—see Policy for Internet Use by Minors
- Picture Book Pavilion
- Children's Garden
- Storytimes and children's programs (see Children's calendar on Web site)
- Assistance with catalog, Internet, databases, items placed on hold, reserves

# Circulation/Accounts Assistance (615-2970)

- Desk in main Lobby, right of front door
- Register library patrons; update library accounts
- Provide account information to cardholders
- Checkout, renew, check-in library materials
- Pay library fines and fees
- Retrieve items on hold, genealogy Interlibrary Loans, and Link+ materials; retrieve reserves from media area

# Community/Meeting Rooms (615-2930)

- 1<sup>st</sup> floor, left of Lobby off Gallery: Redwood (capacity 125) and Cedar (capacity 100) Rooms available for rent by public—see Library Administration to reserve
- 1<sup>st</sup> floor, far right of Parkside entrance: Sycamore Meeting Room (capacity 5-10)—by reservation through Administration
- 2<sup>nd</sup> floor, right of Administration: Library Board Room—City staff only, by reservation through Administration
- All users must comply with library policies governing use of community/meeting rooms

#### Copiers

- Copy Rooms on 1<sup>st</sup> and 2<sup>nd</sup> floor, right side of boulevard
- Print/copy cards may be purchased or cash used; bill changers available
- Copiers enlarge and reduce
- Problems with copiers: see Technology Center on 1<sup>st</sup> floor, Periodicals Desk on 2<sup>nd</sup> floor

## **Donations**

- Donations to the Foundation and Friends of the Santa Clara City Library accepted—see Guidelines for Donating to Library (available at public service desks and in Foundation & Friends Store
- Drop off items at Foundation and Friends Store or place in bin located in main Lobby
- Donations either will be added to library collection or sold in Foundation & Friends Store

# **Drinking Fountains**

Adjacent to elevators, 1<sup>st</sup> and 2<sup>nd</sup> floors

#### **Elevators**

- Available on both floors, right side of boulevard
- Elevator available from Parking Garage to area outside main Lobby entrance

# **Express Check**

- Self-check machines available:
  - o 1st floor Boulevard and by Parkside entrance

# Extension Services (615-2916)

Youth and Extension Services Desk in Children's area, 1<sup>st</sup> floor, left of boulevard

#### **Fireplaces**

- 1<sup>st</sup> floor, Fiction Pavilion
- 2<sup>nd</sup> floor, Periodicals Pavilion

# Foundation and Friends of the Library Store (615-2987)

- Main Lobby, 1<sup>st</sup> floor
- Used books, media, and gift items for sale
- Web site: http://www.lovethelibrary.org

# Gallery

- 1<sup>st</sup> floor, off main Lobby to left
- Walkway to Cedar and Redwood Community Rooms
- Restrooms
- Foundation and Friends of the Santa Clara City Library donor wall
- Historical aerial photos of Santa Clara exhibited on walls

# Genealogy and Local History (615-2909)

- Special collections in Heritage Pavilion, 2<sup>nd</sup> floor
- Genealogical and local history resources include databases, microforms, and printed material, photographs
- Heritage Pavilion public service desk for research assistance from Local History Librarian and Santa Clara County Historical & Genealogical Society consultants (for in-depth research assistance, call ahead for appointment)
- Users must comply with Policy for Use of Second Floor (Heritage Pavilion)

# **Group Study Rooms**

- Ash, Oak, and Pine Group Study Rooms, 2<sup>nd</sup> floor, top of front staircase, to left
- Available for collaborative use by 2-4 persons, ages 13 or older with a current Santa Clara
  City Library card, for two hours per day up to three times per week
- Sign-ups taken at 2<sup>nd</sup> floor Reference Desk (no advance reservations)
- Users must comply with Policy for the Use of Group Study Rooms

#### Interlibrary Loan and Link+ Service

- Request genealogy ILLs at Reference Desk or in Heritage Pavilion on 2<sup>nd</sup> floor
- Librarians at Reference Desk or Children's Service Desk provide assistance with Link+

#### Internet

- Internet access available at computer workstations on both floors of Library
- Wi-Fi available throughout building; tables on both floors wired for power and data (Quiet Study Pavilion excluded)
- For Internet guidelines, time limits, and age restrictions for Library areas, see *Policy for the Use of the Internet in the Library* (available at all public service desks)

#### Kaiser Permanente Health & Wellness Collection

- 2<sup>nd</sup> floor to left of Information Desk
- Medical and consumer health reference resources
- Consumer health information (free pamphlets)

# **Languages Collection**

- Languages Pavilion on 2<sup>nd</sup> floor, next to Parkside stairs
- Collections include foreign language books for adults and language learning materials, including ESL; children's language materials in Youth Services on 1<sup>st</sup> floor

#### Lost and Found

• Circulation Desk, 1<sup>st</sup> floor Lobby (615-2970)

# **Microforms**

- 2<sup>nd</sup> floor, between Copy Room and Heritage Pavilion
- Reader/printers available on 2<sup>nd</sup> floor near Heritage Pavilion; print/copy card required

#### Outreach (615-2904)

- Services to seniors and homebound
- Book discussion group

#### **Parking**

- Underground parking garage and parking available in front and along right side of Library
- Short term and disabled parking to left of main Lobby entrance

# Parkside Desk (615-2994)

- 1<sup>st</sup> floor, left side of boulevard near Parkside entrance
- · Assistance with fiction, new books, large print, and media
- Readers' advisory service
- Placement of reserves and fiction/AV holds, library account information, updating accounts

#### Parkside Plaza

Patio area outside Parkside entrance adjacent to Central Park

#### **Periodicals (615-2915)**

- Periodicals Pavilion, 2<sup>nd</sup> floor, right of Parkside stairs; houses periodicals and current newspapers, fireplace
- Periodicals Desk, right of 2<sup>nd</sup> floor boulevard
  - o Retrieval of controlled magazines and newspapers and back issues of both
  - o Assistance with copiers, printers, and microfilm reader/printers
  - o Hours: M-Tu 10-12,1-5, 6-8 W-Sa 10-12, 1-5 Su 2-5

#### **Policies**

Posted and available on website: <a href="http://library.santaclaraca.gov/about-the-library/policies.html">http://library.santaclaraca.gov/about-the-library/policies.html</a>
 and at public service desks

#### Posting/Community Information

- Materials for distribution or posting may be dropped off at 1<sup>st</sup> floor Welcome Desk or 2<sup>nd</sup> floor Information Desk at top of main Lobby stairs
- Materials and flyers for posting must be accepted by Library (all others discarded)
- 1<sup>st</sup> floor Copy Room area: educational, recreational, and services information available and posted
- 2<sup>nd</sup> floor Copy Room: official postings
- See posted policy

### Printing

- Pay-for-print machines available:
  - 1<sup>st</sup> floor: Copy Room ((b/w and color)
     right of Parkside entrance
  - o 2<sup>nd</sup> floor: Copy Room (b/w and color)
    - Languages Pavilion
- Print/copy cards purchased in Copy Rooms, both floors
- Printing instructions available at public service desks
- Wireless printing from patrons' computers available

# **Quiet Study**

- Quiet Study Pavilion on 2<sup>nd</sup> floor, far left of Parkside stairs
- No computers, personal electronics, or conversation allowed
- No food or beverages, except capped, bottled water

#### Reference (615-2900)

- Reference Desk on 2<sup>nd</sup> floor
- In person, telephone, and in-depth reference service
- Assistance with database research, Internet research, or use of online catalog
- Assistance with all library collections

- Placement of genealogy Interlibrary Loans, Link+ requests, items to be held, and reserves
- Sign-up for Internet classes, adult programs (listed on Library's website, once scheduled)
- Group Study Room sign-ups
- Community Room rental applications available

#### Restrooms

- 1<sup>st</sup> floor:
  - o Off Gallery to left of main Lobby
  - o Family restroom in Children's area
- 2<sup>nd</sup> floor: on right at top of main Lobby stairs

# **Special Needs Equipment**

- 1<sup>st</sup> floor:
  - Assistive listening devices available in Technology Center for community/meeting rooms and Technology Center classes
  - Accessibility Workstations with enlarged screen and peripherals, two off Boulevard near audio books
- 2<sup>nd</sup> floor:
  - Freedom Machine—enlarges print for reading, between Languages and Quiet Study Pavilions

# **Technology Center (615-2951**

- 1st floor, right side of Boulevard
- 16 Internet workstations available for public (all ages), when not used for Internet, database, and software applications classes
- See library website for scheduled classes; sign up for classes at Reference Desk or in Technology Center
- Computers have disc drives for use of floppy discs and USB ports for flash drives
- Portable disc drives checked out for use with personal computers on 2<sup>nd</sup> floor
- Tech Aides available in Tech Center and roam building to assist with patrons' technology problems
- Applications available on public computers include: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Picture Manager, Microsoft Publisher, Microsoft Access, Windows Media Player, Power DVD Player, and Adobe Reader

## **Teen Services (615-2916)**

- Teen Central, 1<sup>st</sup> floor left of Café
- Young Adult collection
- Internet access for teens ages 13-17—see Policy for Internet Use by Minors

#### **Telephones**

- Pay phones available outside main Lobby entrance
- Cell phone use allowed in designated areas (or if not disruptive to others)

#### Terrace

2<sup>nd</sup> floor off Languages Pavilion, deck overlooking Parkside Plaza and Central Park

#### Volunteer Services (615-2919)

Opportunities for volunteering in the Library

# Welcome Desk (615-2993)

- 1<sup>st</sup> floor Lobby, on left
- General library information and directions
- Register library patrons, update library accounts
- Catalog look-ups, assist with self-check machines
- Community Room rental applications available
- Access to previously reserved meeting rooms